
**DCSS P3 PROGRAM
MANAGEMENT PRACTICES WORKGROUP
SEPTEMBER 12, 2000 MEETING
MEETING SUMMARY**

A. GENERAL

On Wednesday, September 12, 2000, the California Department of Child Support Services (DCSS) Policies, Procedures, and Practices (P3) Program, Management Practices Workgroup held its fifth session in Sacramento. The following members attended:

- ☒ . Debbie Campora, FTB-CCSAS Project
- ☒ . Sharon Covarrubias, FTB-Non-Tax Debt
- ☒ . Nan Flette, LA County CAO
- ☒ . George Gliaudys Jr. (Co-Leader), LA County FSD
- ☒ . Kevin Harrison, Orange County FSD
- ☒ . Mary Herdegen, Placer County CEO
- ☒ . David Jetton, LA Superior Court
- ☒ . Lisa McCann, DCSS, Policy & Operations
- ☒ . Cindy Moore, Sonoma County FSD
- ☒ . Linda Patterson (Co-Leader), DCSS-Policy & Operations, Facilitator
- ☒ . Pam Rouse, Ventura County FSD
- ☒ . Terri Silveira-Love, Shasta County FSD
- ☒ . Nora O'Brien, ACES
- ☒ . Rachel Subega, Santa Clara County FSD

This meeting summary highlights points covered, material discussed, decisions made, and follow-up tasks for forthcoming sessions. Comments and corrections should be addressed to Debbie Campora at debbie_campora@ftb.ca.gov

B. REVIEW OF LAST MEETING'S MINUTES

Linda Patterson opened the discussion with a brief overview of our last meeting, and a review of our objectives for this session.

C. TENTATIVE AGENDA

- Review Lisa's revision of the Management Practices Draft Report
- Develop Short Report
- Review Lisa's Matrix
- Discuss Next Steps
- Future Meetings

D. REVIEW MANAGEMENT PRACTICES DRAFT REPORT

The group reviewed Lisa's revision of the Management Practices Draft Report and various suggestions were proposed. Following a lengthy discussion around the issue of preferred format, Larry Wilson joined our meeting to provide a clear direction as to the required format and organization of the report. The group reached unanimous decision to organize Section 3 of the report in the same manner as the format of the one-page summary. Each of the recommendations and standard operating procedures was reviewed for completeness and verification of their categorization. Lisa recorded the changes and will update the report accordingly.

E. SHORT REPORT (9/14/00)

During the course of reviewing Section 3 of the Management Practices Draft Report, the group recategorized the list of policy recommendations, standard operating practices, and best practices into the format required for the one-page Short Report.

F. NEXT MEETING

The next meeting will be held on Tuesday, September 26th, at 2525 Natomas Park Drive. The group will discuss:

- How we can incorporate a Cost (\$; \$\$; \$\$\$) and Benefit (high, medium, low) analysis
- What we see as next steps—what direction the department should adopt for program strategy

G. FUTURE MEETING

At our final meeting on October 24, we will review the input gathered at the various forums and incorporate appropriate comments into the MP Report.

H. ACTION ITEMS/HOMEWORK ASSIGNMENTS FOR NEXT SESSION

- Kevin will update the Management Structure and Practice Data worksheet including vacancy rate data and provide it at the next meeting on 9/26.
- Lisa will revise the MP Report, based on the decisions recorded over the last two days, and provide revision 2 to each member for review. Workgroup members are to bring their comments to the next meeting on 9/26.
- Lisa will provide Larry with the Short Report by 9/13.

I. ATTACHMENTS

None